

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

Research Administration Use Only

	REQUISITION NUMBER 1844	DUE DATE 11/2/2015	TIME DUE Noon EST
MDOT PROJECT MANAGER <b>Daniel Harris</b>	JOB NUMBER (JN) <b>TBD</b>		CONTROL SECTION (CS) <b>n/a</b>

### DESCRIPTION

### Asset Management Strategies for Maintenance and Preservation of New Intercity Passenger Car Fleet

Check all items to be included in RFP			Provide only checked items below in proposal
Check the appropriate Tier in the box below			
<input checked="" type="checkbox"/> <b>TIER I</b> (\$50,000-\$150,999)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality Assurance/Quality Control
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)

The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value. The basis of payment is Actual Costs for Universities or Loaded Hourly Rate for Consultants as defined in standard MDOT contracts.

If your organization is interested in providing services, please indicate your interest by submitting a proposal following the **research guidelines** near the top of MDOT's Request for Proposals Web page at [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_32842-\\_\\_,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_32842-__,00.html).

### RFP SPECIFIC INFORMATION

Problem Title: Asset Management Strategies for Maintenance and Preservation of New Intercity Passenger Car Fleet

OR Number: OR15-185

This is Best Value Selection which means the budget amount submitted with the proposal is a component of the proposal score, not the determining factor of the selection.

## PROPOSAL SUBMITTAL INFORMATION

### PROPOSAL AND BID SHEET EMAIL ADDRESS –

[mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov) with a CC to  
[mdot-research@michigan.gov](mailto:mdot-research@michigan.gov)

## GENERAL INFORMATION

Any questions relative to the Research Problem Statement must be submitted by e-mail to:

[mdot-research@michigan.gov](mailto:mdot-research@michigan.gov). Questions must be received by 4 business days prior to the RFP due date at 5:00 p.m. EST. All questions and answers will be placed on the MDOT RFP Web site as soon as possible after receipt of the questions and at least three (3) days prior to the due date listed above. The names of organizations submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT AND RESEARCH FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION:

5100D- Request for Proposal Cover Sheet

Schedule of Research Activities Form- Appendix B

Deliverables Table- Appendix A

5100J- Consultant Data and Presignature sheet is required for signatory on this proposal (Consultants)

Research Proposal Budget Form Worksheet Appendix C (Universities)

Or

Bid Sheet and Budget Exhibits required in [Priced Proposal Guidelines](#) (Consultants)

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.  
**Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

# **Michigan Department of Transportation**

## **SCOPE OF SERVICE FOR RESEARCH SERVICES**

**TITLE:** Asset Management Strategies for Maintenance and Preservation of New Intercity Passenger Car Fleet  
**OR#:15-185**

**LOCATION:** Statewide

**WORK DESCRIPTION:** Research on Asset Management Strategies for Maintenance and Preservation of New Intercity Passenger Car Fleet

**ANTICIPATED START DATE:** January 1, 2016

**ANTICIPATED COMPLETION DATE:** October 31, 2016

### **MDOT RESEARCH PROJECT MANAGER:**

**DANIEL HARRIS**

425 W. Ottawa, 4<sup>th</sup> Flr

Lansing, Michigan 48909

E-MAIL: [mdot-research@michigan.gov](mailto:mdot-research@michigan.gov)

### **GENERAL INFORMATION:**

#### **1. PROBLEM TO ADDRESS**

This is a proactive outreach to define long-term asset management planning for the new intercity passenger car fleet that will be put in service on various routes in Michigan and the Midwest. The strategy is to identify elements of the life-cycle maintenance requirements that could be captured by Michigan-based enterprise, thereby placing Michigan in the lead role as a candidate for constructing and staffing service facilities to provide ongoing asset management for the fleet. The challenge is that if we do NOT prepare to compete for this service, the economic benefits of providing such services could go to other states. In addition, absent an effective strategy or system in place to provide for long-term care of the fleet, rail service and the multi-state investment in new equipment could be compromised due to premature wear and tear that could have been prevented by adequate planning.

#### **2. RESEARCH OBJECTIVES**

An Actionable Report defining the next steps to attract and capture passenger rail maintenance related industry.

### 3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT

The new fleet is anticipated to be delivered in late 2016 and life-cycle maintenance activities and strategies would be needed immediately thereafter.

### 4. RISKS OR OBSTACLES TO RESEARCH

N/A

### 5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S)

Subject matter expertise and experience with similar market studies and implementation plans.

At least one college statistics course and working experiences under statisticians

### **CONSULTANT RESPONSIBILITIES:**

Task 1 – Literature Review

Task 2 – Contact manufacturers and other states

- Identify other states known to own some of their intercity passenger rail equipment. Collect Location and logistic information, contract structure, service the equipment of other agencies, employment statistics and other data
- Also review commuter rail equipment operations in the US. Michigan could, at some point, maintain both intercity passenger and commuter rail equipment.
- Information should also be collected on total size of fleet being maintained compared with upcoming potential opportunities for Michigan.

Task 3 – Existing strategies

- An analysis of existing maintenance arrangements for passenger rail coaches/locomotives.
- Best practice examples from North America, Asia, and Europe.

Task 4 – Public versus private options

- Are there any publicly-owned maintenance centers in the United States? If the maintenance center is privately-owned, what are the contractual arrangements?

Task 5 – Benefit/cost analysis

- Size the market for maintaining equipment
- Develop location criteria
- Determine cost to build a maintenance center
- What are the short term and long term economic impacts of having a maintenance center located in Michigan?
- Routine maintenance versus heavy maintenance

Task 6 – Recommendations

Task 7 – Final report

Failure of any of the above will be found in noncompliance with the contract.

## **DELIVERABLES:**

Technical report

## **MDOT RESPONSIBILITIES:**

Midwest Passenger Rail fleet data and logistics

## **COORDINATION PROCEDURES**

Work will be completed in compliance with the Research Implementation Manual

## **CONSULTANT PAYMENT**

All billings for services must be directed to the Department and follow the current Research Implementation Manual. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT project manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT project manager.

The basis of payment is Actual Costs for Universities and Loaded Hourly Rate for Consultants as defined in standard MDOT contracts.



## **PROPOSAL INFORMATION AND SCORING**

Formal proposals are required and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each consultant's proposal. The section numbering correlates to the score sheet. Therefore, the consultant should format their proposals consistent with the outline provided.

### **1. UNDERSTANDING OF SERVICE: 40 POINTS**

Describe understanding of the service intended to be proposed. This information is to be based on the scope of services.

**Problem Statement and Background Summary-** demonstrates good understanding of problem, looks objectively at problem, specifies problem limits and restricts scope appropriately, and cites relevant literature.

**Research Plan-** cites specific objectives clearly, technical approach responds to all written and implied requirements, difficult areas are identified and details to overcome are given, represents novel idea or technical approach, plan is feasible, and effort is consistent with scope of problem.

**Products and Implementation-** proposal clearly defines products to be delivered at completion, includes practical, realistic implementation plan.

**MDOT Involvement-** MDOT involvement is not excessive and is clearly defined and quantified.

### **2. QUALIFICATIONS OF TEAM: 30 POINTS –**

Describe the structure of the project team including the roles of all key personnel and subcontractors. For each subcontractor describe role in service and include what percent of the task that the subcontractor is expected to provide. Provide résumés for each of the key staff of the prime and subcontractor.

**Facilities-** proposer has adequate access to equipment and/or laboratory required in study.

**Staffing-** personnel availability is clearly defined, shows a depth of qualified personnel, proposer has ability to manage a project of this size and sufficient resources to complete study, qualifications are directly related to the requirements of the project, plans for specific key personnel assignment included, and there is a reasonable balance between subcontractor and prime contractor.

**Statistical Qualification-** The required knowledge level for a research team in statistical analyses, if defined, will be in the RFP under the heading DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S).

Proposals not documenting statistical training and experience levels required in the RFP may be classified as non-responsive.

### **3. RELEVANT PAST PERFORMANCE: 30 POINTS**

The project manager will contact references and review relevant performance evaluations from the past 5 years.

**Record of past accomplishment-** proposer satisfactorily completed past projects, was cooperative and flexible, and ended past projects according to the original budget and time schedule.

**4. QUALITY ASSURANCE/QUALITY CONTROL (QAQC) PLAN: 5 POINTS**

The proposer provided an outline of a QA/QC process. The QA/QC Manager is experienced with MDOT standards and practices.

**5. LOCATION: 5 POINTS**

The percentage of work hours performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

Percentage of Work To Be Done in Michigan Score	
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

**6. PRICE: 40 POINTS**

Cost score is based on the lowest cost proposed divided by the current proposer cost multiplied by 40. Lowest bid shall receive 40 points.

**TOTAL POINTS: 150**

Research Proposal Budget Form Worksheet														
Project Title														
Research Organization														
Date														
										FY1	FY2	FY3	FY4	TOTAL
<b>SALARIES &amp; WAGES -- MUST COMPLY WITH OMB CIRCULAR A-21</b>														
Specify number of hours to be worked and hourly rate for each individual below: Examples of role of individual are Principal Investigator, Technician, Grad Student, etc. Annual wage increases must not exceed 2%														
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Sub-Total Salary &amp; Wages</b>										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FRINGE BENEFITS -- MUST COMPLY WITH OMB CIRCULAR A-21									
Indicate Employee, appropriate negotiated rate for each and description of who the rate applies to. ( e.g. - Sam Smith, 25%, Summer Faculty. The rate is negotiated between the university and it's cognizant agency									
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
( % rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBCONTRACTOR -- MUST COMPLY WITH OMB CIRCULAR A-21									
A copy of the subcontractor's budget must be attached. An MDOT approved subcontract is required for subcontractor costs in excess of \$25,000 prior to payment of invoices that contain subcontractor work. List all subcontractors on a separate line.									
Subcontractor Name & Amt.									\$0.00
Subcontractor Name & Amt.									\$0.00
Sub-Total Subcontractor					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL -- MUST COMPLY WITH OMB CIRCULAR A-21									
Must be in accordance with IDS contract requirements.									
In-State Travel (Destinations within Michigan)									
Provide a separate table itemizing costs.									\$0.00
Out-of-State Travel (Prior approval required)									
Provide a separate table itemizing costs.									\$0.00
Sub-Total Travel					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**SUPPLIES -- MUST COMPLY WITH OMB CIRCULAR A-21** (Few items not allowed are: computers, printers, monitors, fax machines, printer paper, toner cartridges, pens, pencils, legal pads, clips, rubber bands, post-it notes, books, notebooks, binders, folders, diskettes, postage stamps, chairs, office furniture, calendars, paper punches, business cards, staplers, waste cans, etc.)

Provide details if cost exceeds \$2,000. Individual line items in excess of \$1,000 require a detailed explanation regardless of total cost

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
<b>Sub-Total Supplies</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**CAPITAL EQUIPMENT -- MUST COMPLY WITH OMB CIRCULAR A-21 - Purchased specifically for this project**

List items with a value in excess of \$500. Equipment in excess of \$5,000 requires prior approval.

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
<b>Sub-Total Equipment</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**OTHER EXPENSES -- MUST COMPLY WITH OMB CIRCULAR A-21** (Few items not allowed are: memberships in professional & scientific organizations, local

telephone lines, cell phones, etc.) Any project expense which does not fall into another category. Provide detailed explanation of the expense and applicable breakdown of costs (e.g. graduate student tuition).

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
<b>Sub-Total Other Expenses</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Total Sub-Totals** \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

**INDIRECT COSTS -- MUST COMPLY WITH OMB CIRCULAR A-21**

Indirect cost rates are negotiated between the university and it's cognizant agency. Indicate the type of negotiated indirect rate used and the percentage (e.g. On Campus Research, 52%)

(Type)		( % )								
	FY1	FY2	FY3	FY4						
Enter \$ Amt per FY						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Indirect Costs</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL PROJECT COSTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>UNIVERSITY MATCHING FUNDS</b>					\$0.00
<b>TOTAL MDOT PROJECT COSTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00